

Reports - 1  
Jan. June

Chief, Management Staff

5 June 1959

Chief, Records Management Staff

Weekly Report for Week Ending 3 June 1959

1. Contributions

a. Tangible

- (1) Completed a special filing installation in OSI, which will provide a systematic method of filing and finding correspondence, a charge-out system, a special index and cut-off periods for the termination and transfer of papers to the Records Center. In the process of making this installation, several cubic feet of records were eliminated by destruction or transfer.
- (2) Completed eight new and eight revised forms.
- (3) The Records Center received 437 cu. ft. of inactive records from six offices.
- (4) Destroyed 60 cu. ft. of records leaving an accumulation of 728 to be destroyed.

b. Intangible

- (1) In collaboration with Area Records Officers of Logistics, Comptroller, Medical and Personnel, arranged for the elimination from stock of 28 standard government forms no longer needed by the Agency.

2. Assignments - Active

a. Forms

- (1) Thirteen new and revised forms in process. ✓
- (2) Teletype Dissemination Information Reports and Systems. ✓
- (3) Revision of Dispatch Forms. ✓
- (4) Improved Management of Stocked Forms. ✓

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- (5) Uniform Information Report.
- (6) Evaluation of Information Reports. ✓
- (7) New Building Project. One form revised.
- ✓ (8) Agency Chain Envelope.
- ✓ (9) Automating Printing of Information Reports. /  
Discussed a stamping process with representative  
of the Stempel Company.

b. Shelf Filing

- (1) Office of Personnel. ✓
- (2)  Contact Division. ✓
- (3) Office of Security. ✓
- (4) OCB. Awaiting for approval of secured area from  
Office of Security. ✓
- (5) OCB. Approval of Office of Security needed. Return  
of 26 5 drawer filing cabinets and 12 safes will result. ✓

✓ c. Filing System

- (1) FBIS. Awaiting delivery of equipment.
- (2) OSI. See 1/(a) (1).

d. Audit and Revision of Records Control Schedules

- (1) OO/PDD.
- (2) OCB.
- (3) Executive Registry.

e. Special Projects

- (1) Revision and Reorder of Overnight Storage Boxes. ✓
- (2) DD/P Support Records. A records control schedule is  
being prepared for presentation to the CS Support  
Staff Committee.

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(c) predecessor Agency Records.

(d) revision of training material to be used by Office  
New Demonstrator file used for first time and it  
appears to be satisfactory.

(f) Vital Records

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(1) [redacted] visited offices of the  
Records Management Staff of AEC to discuss mutual  
problems and procedures for solving them.

7. Notes

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4. [redacted] and I attended  
the Management Analysis Luncheon.

5. Fifteen members of the Staff attended the lecture  
on the Agency's Financial Improvement Program.

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Distribution:

Original - Addressee

25X1

1 - [redacted]  
1 - [redacted]  
1 - [redacted]  
1 - [redacted]  
1 - [redacted]  
1 - [redacted]  
1 - RMS (RECORDS -1 (JUNE - Dec 1959)

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Mgt/S/RMS, [redacted] fjm (5 June 1959)

*[Handwritten signature]*  
*6/5/59*

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